

# Contractor Access

- Contractors submit employees names through their COR/Government Representative for processing. Sub-Contractors will submit employee's names via the Prime Contractor.
- Contractor Officer Representatives "COR's"/Government Representative use this site to obtain access memorandum example:  
[http://www.irwin.army.mil/visitors/pages/contractor\\_memo.asp](http://www.irwin.army.mil/visitors/pages/contractor_memo.asp)
- COR/Government Representative (only) will complete all highlighted areas on the memorandum and submit to:  
[usarmy.irwin.imcom.list.visitor-info-center-mbx-owners@mail.mil](mailto:usarmy.irwin.imcom.list.visitor-info-center-mbx-owners@mail.mil)